

[REDACTED] STATINTL

NOTICE
NO. [REDACTED]

CORRESPONDENCE

STATINTL

GENERAL

CUTTING CORRESPONDENCE COSTS WITH LETTEREX

1. Tissue Letterex for the preparation of correspondence is now stocked for Agency-wide use and is available in the Building Supply Rooms.
2. Letterex is the trade name given to stationery to which a sheet of one-time carbon paper has been affixed. Its use speeds typing operations and reduces carbon soilage of hands, stationery, and clothing. Neater typing productions requiring less preparation time are the natural result.
3. Letterex must be used judiciously, however. The added cost of procuring and stocking this stationery demands that it be used solely for volume typing. Only under these conditions can significant savings be realized.
4. Presently Letterex is stocked in single tissue sheets only, in white, green, and yellow. Should offices consider it particularly advantageous to use preassembled sets, consideration will be given to procuring Letterex in this form.
5. Single-sheet Letterex is assembled for typing in the same manner as regular stationery; that is, simply gather as many sheets as there are requirements for copies. Aline the bond original and Letterex at the top before inserting in the typewriter. When ready to remove carbons, simply pull from the top, holding the original and copies by the extreme lower margins. Do not salvage the carbons as the time spent would nullify typing savings.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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